

## 2012 Environmental Trade Fair and Conference

### EXHIBITOR INFORMATION

1. \$850 – each 10 ft x 10 ft booth
2. \$1,050 – each 10 ft x 10 ft corner booth

The exhibits will be held in Exhibit Halls 4 and 5 of the Austin Convention Center located at 500 East Cesar Chavez, Austin, TX 78701.

Please see <[Exhibitor Terms and Conditions](#)> for information on exhibit regulations.

### Booth Amenities (Items Included)

1. 10 ft x 10 ft exhibit space
2. Booth surround of 8-ft-high drapes, and 3-ft-high side drapes
3. A 7 in x 44 in booth sign, company name as it appears on registration form
4. Black booth carpet and padding
5. A 6 ft black-skirted/draped table, 2 chairs, 1 wastebasket
6. One conference registration. (Includes luncheon on Tuesday and attendance at any presentations for one person. Banquet not included.\*)
7. Three exhibitor passes for preregistered personnel to staff the booth (over three and on-site passes \$25 each. There is no charge to swap out badges for no-shows).
8. Exhibit hall access for customers—invite your clients to visit your booth. Name badges are not required to enter and there is no charge for customers to walk the exhibitor floor.

***Electricity is not provided by TCEQ. Exhibitors who require electricity for their booth will need to order it from the Austin Convention Center. Order forms can be found in the Exhibitor Services Kit.***

\* Tickets for the Texas Environmental Excellence Awards (TEEA) Banquet on May 2 may be purchased for \$35. For more information about TEEA visit the website at <[www.teea.org](http://www.teea.org)>.

### Booth Payment Options

1. Credit card
2. Electronic check
3. Check (made payable to CDS Events, Inc.)

All payments are processed by CDS Events, Inc. (Tax ID – 20-5711490). Credit card and electronic check statements will reflect a charge to CDS Event Management 2104670041. Electronic check payments are due within 48 hours of receipt of electronic check form from CDS Events. Check payments must be postmarked within 48 hours of registration. If you have questions or concerns about payment options, please contact CDS Events, Inc. at 210-268-0200. Purchase orders are not accepted.

No payments will be processed by the TCEQ. All payments sent to TCEQ cashier will be returned.

## Cancellations

There is a \$125 cancellation fee for each 10X10 booth space. Cancellations must be received in writing by February 29, 2012. If you reserved bulk space (2 or more contiguous booth spaces), there will be no partial refunds, i.e., you may not cancel a portion of the space. You must keep or release all of your contiguous booths.

## Exhibitor Service Provider

This year's Environmental Trade Fair & Conference exhibitor service provider is Freeman Company. Exhibitors needing substitutions or additional furniture or utilities other than the standard setup, can obtain them through Freeman for an additional charge. Freeman will provide a full spectrum of furniture and exhibitor services. Order forms for exhibitor services not provided in the standard setup will be included in the Exhibitor Services Kit e-mailed when you sign up for your booth space and payment is processed. The direct phone number for Freeman Company (Exhibitor Services) is 210-227-0341.

## Storage and Materials Handling

Exhibitors must coordinate storage requirements with the event exhibitor service provider, Freeman Company. There will be more detailed information in the Exhibitor Services Kit that will be e-mailed when you sign up for your booth space and payment is processed.

## Exhibit Move-In Schedule

Move in and set up on **Monday, April 30, 2012**

1. **Exhibit Hall 4 Booths:** set up between 10 a.m. and 6 p.m.
2. **Exhibit Hall 5 Booths:** set up between 1:30 p.m. and 6 p.m.

All vehicles and trailers entering the exhibit hall must be coordinated with Ana Bellomy at <[Abellomy@tceq.texas.gov](mailto:Abellomy@tceq.texas.gov)> no later than March 26, 2012, and display vehicles are limited to designated areas. If you prefer any other space, you must purchase enough space to accommodate your vehicle and any other display needs you may have.

Exhibits not set up during these hours will not be allowed to set up until after 4 p.m. Tuesday. For example: If your booth does not arrive until Tuesday, May 1, at 7:45 a.m., you will not be able to set up until after 4:00 p.m. that day.

The Austin Convention Center does not provide move-in carts. If a cart is necessary for your move, you may bring your own or use the service provided by the exhibitor service provider. The exhibitor service provider charges a fee.

**NOTE: For safety reasons, no children are allowed in the exhibit hall during set-up and tear-down hours.**

## Exhibit Hall Hours

All breaks and food service areas will be in the exhibit hall to facilitate attendee circulation. All booths must remain intact and staffed during these hours:

### Staffing Hours

May 1 - **8 a.m. to 4 p.m.**

May 2 - **8 a.m. to 4 p.m.**

Exhibitors may enter the main entrance of the exhibit hall each morning beginning at 7:30 a.m. Exhibitors will be asked to show a valid exhibitor badge to the security officer at the door in order to gain access to the exhibit hall. Exhibit hall doors will open to attendees at 8:00 a.m. each morning.

### Tear Down

May 2 – **4 p.m. to 8 p.m.**

Exhibit tear-down will begin after the 3:15–4 p.m. break on Wednesday, May 2. Please do not tear down before this time. **Any exhibits that do not adhere to these hours will not be allowed to exhibit at the next Environmental Trade Fair & Conference.** Exhibit tear down will continue until 8:00 p.m. The exhibit hall must be clear by that time.

## Hospitality Functions

Hospitality functions are not allowed in the exhibit hall. Exhibitors who wish to sponsor a hospitality event should coordinate it directly with the sponsoring hotels, or other appropriate sites. The TCEQ will not co-host or advertise such functions.

## Liability Release (Please see Exhibitor Terms & Conditions)

The TCEQ will not be responsible for any damage or loss of exhibit material or related items brought to the host facility.

Facility damage: Exhibitors are responsible for any damages that occur as a result of their displays, equipment, or personnel.

## Contacts

### Registration- CDS –

Please direct inquiries regarding payment, booth location changes, online booth setup, and/or booth personnel registration to <[registrations@conventiondecorating.com](mailto:registrations@conventiondecorating.com)> or by telephone at 210-268-0200.

### Exhibitor Services - Freeman Company –

Direct inquiries regarding shipping, material handling, and exhibit display rental to Freeman Company (Exhibitor Services) and reference the TCEQ at <[FreemanSanAntonioES@freemanco.com](mailto:FreemanSanAntonioES@freemanco.com)> or by telephone at 210-227-0341.

### Food and Beverage – ARAMARK

ARAMARK is the exclusive food and beverage service provider for the Austin Convention Center. They can be contacted at 512-404-4100.

For all other inquiries, contact Ana Bellomy, TCEQ, at 512-239-3143 or <[events@tceq.texas.gov](mailto:events@tceq.texas.gov)>.

The TCEQ is committed to compliance with laws regarding accessibility. If you need assistance in accessing any of our programs or presentations, please contact the TCEQ at 512-239-3143. If you need an accommodation during this event, we ask that you contact us at least three weeks prior to ensure we have sufficient time to meet your request.

The TCEQ is an equal opportunity/affirmative action employer. The agency does not allow discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation or veteran status. In compliance with the Americans with Disabilities Act, this document may be requested in alternate formats by contacting the TCEQ at 512-239-0028, Fax 512-239-4488, or 1-800-RELAY-TX (TDD), or by writing P.O. Box 13087, Austin, TX 78711-3087.